



OPERATIONS MEMO

Update of the California Student Aid Commission

December 14, 2007

GOM 2007-35

TO: Financial Aid Administrators and High School Counselors

FROM: Catalina Mistler *Catalina G. Mistler*
Chief, Program Administration & Services Division

CONTACT: Program Administration & Services Division
Phone: (888) 294-0153
Fax: (916) 526-8002
E-mail: schoolsupport@csac.ca.gov

SUBJECT: 2008 Electronic GPA Submission Training

The California Student Aid Commission is pleased to announce the 2008 Electronic GPA Submission Training sessions will be conducted via Webcast during the weeks of January 7, 2008 and February 4, 2008. This training was developed to support schools that either currently upload their GPA's electronically through WebGrants for Schools and want to learn more about the process or schools who currently mail-in the paper forms and want to know how the electronic upload process works. The training sessions will cover the following:

- How to set up a WebGrants account.
- The benefits of uploading GPA's electronically.
- A start-to-finish overview on the electronic upload process.
- How to prepare files prior to upload, including record layout and required fields.
- How to add GPA's one-by-one (for small batches of records).
- How to view or change the files after they've been submitted.
- How to avoid common mistakes.

TRAINING DATES AND TIMES

The training sessions will be conducted Monday through Friday, January 7, 2008 through January 11, 2008, and the week of February 4, 2008 through February 8, 2008. Each session will be one hour long and held online so the participants can logon from their own office or home computer, follow along screen-by-screen while listening to the live audio feed over the phone, as well as submit questions via a "chat" feature during the training.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 526-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

SCHEDULE

01/07/08 @ 10:00am - 11:00am	02/04/08 @ 10:00am – 11:00am
01/08/08 @ 10:00am - 11:00am	02/05/08 @ 10:00am – 11:00am
01/09/08 @ 10:00am - 11:00am	02/06/08 @ 10:00am – 11:00am
01/10/08 @ 10:00am - 11:00am	02/07/08 @ 10:00am – 11:00am
01/11/08 @ 10:00am - 11:00am	02/08/08 @ 10:00am – 11:00am

REGISTRATION INFORMATION

Please register for your training session by visiting the following web page (select the 2008 Electronic GPA Submission Training link), select which date and time you want to participate and enter your information:

<http://www.csac.ca.gov/doc.asp?id=983>

Once you have registered, a confirmation email will be sent to you with the website log-in instructions and teleconference phone line information.

PLEASE NOTE

Registration will be on a first-come, first-served basis as there are a limited number of participants allowed to logon per session. As a result we request that, whenever possible, schools have their staff dial-in from a single phone line in a conference room and view the presentation from a single Internet connection to ensure maximum participation per session. Participants may pick a different session if they find their first choice is full.

The **WebGrants Information Security and Confidentiality Agreement** and **WebGrants System Administrator's Access Request** forms are enclosed with this memo or you can also download these forms at www.csac.ca.gov and click-on the **Schools** tab, then select either the **High Schools** or **Colleges** link. From there you simply click on the **WebGrants** link to gain access to these forms. The mailing instructions are included with the forms. To take full advantage of this training, it is highly recommended that schools set up a WebGrants account prior to the training session by completing and mailing these two WebGrants authorization forms to the Commission. This will ensure that what was learned in the training session can be applied immediately and retained better.

Additionally, the CSAC Help Desk can assist schools or district offices set up a WebGrants account and provide information on how to log-in to WebGrants. You may contact the CSAC Help Desk at 1-888-294-0148.

If there are any questions about this memo or the electronic GPA submission process, please contact Charles Johnson by phone at (916) 526-7976 or email at CJohnson@csac.ca.gov.

Enclosures: High School WebGrants Security Agreement
High School System Administrator Access Request form
College Information Security and Confidentiality Agreement
College System Administrator Access Request form

Working together to effectively promote education beyond high school!